



## **Code of Ethics for Officers and Employees**

The City expects you to treat its citizens with courtesy, and respect. You must avoid actual and potential conflicts between your private self-interest and the public interest. You cannot:

- Engage in any business or transaction or have a financial or other personal interest, direct or indirect, which is incompatible with the proper discharge of your official duties or would tend to impair your independence of judgment and action in the performance of your official duties.
- Have a financial interest as owner, member, partner, officer, employer, stockholder of or other participant in a private business or professional enterprise that will be affected by the outcome of any matter under consideration before you in your capacity as an employee.
- Have such interest in any matter that may be adverse to the public interest in the proper performance of your duties or if you have an interest in speculative or investment activities that shall benefit from use of confidential information gained from your employment with the City.
- Use city-owned property, either real or personal, in any business venture or enterprise that results in your private gain, monetary or otherwise.
- Use or disclose confidential information concerning the property, government or affairs of the city for the purpose of advancing your financial or other private interest or that of others.
- Accept valuable gift, favor or anything of value, whether in the form of service, loan, material thing or promise, from any person who to your knowledge is interested directly or indirectly in any manner whatsoever in business dealings with the City.
- Accept any gift, favor or thing of value that may tend to influence you in the discharge of your duties or tend to influence you in granting any improper service, favor or thing of value. (If it is impossible or inappropriate to refuse a gift, then you must turn it over to any appropriate public or charitable institution.)
- Appear before the council or any board, commission, department or agency of the City in behalf of private interests in any matter which will be in conflict with your duties. You may appear before the City agencies in the course of the performance of civic obligations whenever no retainer, compensation or gifts shall be accepted in connection with such representation.

If you are concerned that any of the above conflicts of interest may result from your position with the City or any outside employment in which you may be involved, you should ask for an opinion from the City Attorney. You will need to submit this request for an opinion in writing to the City Attorney's office.